



Auditor I

Details

Job ID : 279

Title : Auditor I

Job Code : 903

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING POLICIES AND PROCEDURES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN ACCOUNTING
- 2 YEARS OF EXPERIENCE MUST BE IN ACCOUNTING

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT CLERKS' ACCOUNTING RECORDS
- REVIEWS SUMMARY FINANCIAL REPORTS FOR ACCURACY
- ASSISTS CIRCUIT CLERKS WITH INTERPRETATION OF ACCOUNTING MANUAL
- CONDUCTS FINANCIAL RECORD AND PROCEDURAL AUDITS OF CIRCUIT CLERKS, MASTER COMMISSIONERS, DOMESTIC RELATION COMMISSIONERS, AND INTERNAL AOC DEPARTMENTS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED